



# RE-ROOF REQUIREMENTS

THESE REQUIREMENTS APPLY TO BUILDING PERMITS SUBMITTED ON OR AFTER JANUARY 1, 2014

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## BUILDING DIVISION REQUIREMENTS

A permit is required for all re-roof installations and repairs of more than 100 square feet prior to tear off of the existing roof or any repairs.

Following is a listing of the general requirements for permit applications based on the 2013 California Building Code, 2013 California Residential Code, 2013 California Fire Code, 2013 California Energy Efficiency Standards) and the Sunnyvale Municipal Code. This brochure is intended to provide general information, contact the Building Safety Division for any questions or additional information.

### General Information

- The Planning Division requires that the existing quality of roof material be maintained on all re-roofs. For example, if replacing an existing 30-year composition roof, a minimum of 30-year composition shall be installed. For the purposes of this requirements, a tile or shake roof is considered to be equivalent quality to a 40-year composition. (SMC 19.80.030)
- All new roofing material installed shall have a minimum of a Class B fire rating. (SMC 16.16.060)
- Replacement, recovering, or recoating of low-sloped roofs (2:12 pitch and less) on existing non-residential buildings are to be cool roofs. (CEC 10-113 and 110.8(i))
- The manufacturer's installation specifications shall be provided at the job site for the building inspection. (CBC 102.4 and CRC R102.4)
- For torch-applied roofing systems, a minimum of one portable fire extinguisher shall be available on the roof and within 30 feet of the where the hot work is performed. (CFC 3504.2.6)

### Flashing (CBC 1507 and CRC R905)

Provide roof flashing at all wall and roof intersections, gutters, and where there is a change in the roof slope or direction around roof openings. Flashing shall be a minimum 26 gauge galvanized metal.

### Drip Edge (CBC 1507.2.9.3 and CRC R905.2.8.5)

Provide a drip edge at eaves and gables of asphalt shingle roofs. Adjacent pieces of the drip edge shall be overlapped a minimum of 2 inches. The drip edge shall extend ¼ inch below the roof sheathing and a minimum of 2 inches up the roof deck. The drip edge shall be mechanically fastened to the roof deck at a maximum of 12 inches. The underlayment shall be installed over the drip edge along the eaves, and under the drip edge at gables. Shingles can be flush with the drip edge if allowed by the manufacturer.

### Attic Ventilation (CBC 1203.6 and CRC R806.2)

Provide cross ventilation at all attic and enclosed rafter spaces. The net free ventilation shall be a minimum ratio of 1:150 of the area or space ventilated (e.g. 1 square foot of ventilation for each 150 square feet of attic space). This can be reduced to 1:300 when 40% to 50% of the vents are located not more than 3 feet below the ridge or highest point and the remaining vents are eave or cornice vents.

### Underlayment Materials for Low Sloped Roofs (CBC 1507 and CRC R905)

For roof slopes between 2:12 and 4:12, two layers of underlayment material shall be applied. A minimum of 19 inch wide strip of underlayment felt shall be applied parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, 36 inch wide sheets of underlayment shall be applied overlapping successive sheets 19 inches, fastened sufficiently to hold in place.

## Roofs Exceeding 7.5 lbs./Square Foot

If the new roof will exceed a total weight of 7.5 lbs/square foot (including sheathing and roofing material), additional roof framing and support information will be required as well as review by the City's plan check engineer. This may require structural calculations and modification to the roof framing.

## PERMIT PROCESS

1. Prior to submittal for a building permit, contact the Planning Division to determine if a separate permit is required.

### Building Permit Review

2. Building permits for most re-roofs are available on-line at [www.e-OneStop.net](http://www.e-OneStop.net) or at the One-Stop Permit Center. The One-Stop Permit Center is open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

### Inspections

3. All re-roofs require the following two inspections:
  - An in-progress inspection to verify the ventilation, flue clearance, and material installation. An approved ladder shall be provided for use by the inspector. Following is the stage when this inspection should be scheduled:
    - Composition - All plywood nailed down, 1/2 felted with valleys felted and flashing over felt. Courses started. Drip edge at all rakes installed over felt.
    - Tar and Gravel/Foam - All areas cleaned of debris and new materials on site for inspection.
    - Tile - Furring members in place with approved fireblocking.
    - Shake - Rating of shakes identified, courses started, and felt and flashing in place.
  - The final inspection is required after all of the re-roof work is complete. The job card shall be posted on-site and an extension ladder that extends a minimum of 3' beyond the roof eave shall be made available for the inspector. The following items will be checked at the final inspection:
    - Spark arrester is installed
    - Overflow drains are cleaned
    - Skylights are secured
    - Flues are to be extended and secured
    - Flues and vents are painted to match the color of the roof material
    - Any roof equipment and/or piping is secured
    - Exposed nails are protected and caulked with silicon
    - All exposed wood, roof jacks, and metal flashing or edging are painted
    - Installed gutters are provided with means to prevent accumulation of leaves or debris.

### Building Permit Application Requirements

- ☐ A completed Building Permit Worksheet application (available at the One-Stop Permit Center or on-line at [www.SunnyvaleBuilding.com](http://www.SunnyvaleBuilding.com)) - *only one copy of this item needed*
- ☐ An approval letter from the Homeowner's Association (if applicable).
- ☐ Fee \_\_\_\_\_